

Welcome to the eWiSACWIS Reports User Acceptance Testing Webcast

eWiSACWIS Project
November 28th, 2005

Introductions

■ Presenters

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Session Agenda

- Overview of eWiSACWIS report process
- Testing eWiSACWIS reports
- State/County collaborative testing process

Overview of eWiSACWIS Report Process

- Origin of reports
- Collaborative process
- Design anomalies
- Report Modifications
- Wants & Wishes

Overview of eWiSACWIS Report Process

- Origin of Reports
 - Inherited additions
 - Federal requirements
 - State requirements
 - County requirements

Overview of eWiSACWIS Report Process

- Origin of Reports
 - Summary Reports
 - Designed for all persons to use
 - Understandable headings
 - Report keys with definitions
 - Simple – so output can be in multiple tables

Overview of eWiSACWIS Report Process

- Origin of Reports
 - Case Detail Reports
 - Designed to provide more detail
 - Excel output for more in-depth analysis
 - Allows filtering
 - Allows Pivot Tables

Overview of eWiSACWIS Report Process

- Collaborative User Acceptance Testing (UAT) Process
 - 3 groups of people
 - Technical Developers
 - OPEP staff
 - County volunteers
 - Will be discussed in more detail later

Overview of eWiSACWIS Report Process

- Design Anomalies
 - Original specification differences
 - Mass changes – like site capabilities
 - Customizations
 - Errors of omission, commission

Overview of eWiSACWIS Report Process

- Report Modifications
 - State requirements
 - County requirements
 - Worker requirements

Overview of eWiSACWIS Report Process

- Wants and Wishes
 - Different Frequencies of Reporting
 - Different Sort Orders, sums, and totals
 - Different Data Items – more, or less items
 - On Reports
 - On Detail Extracts
 - New requirements

eWiSACWIS Reports Testing

- Understanding Report Design Guides
- Report Outputs
- Testing Tips

Understanding Report Design Guides

- **Report Content**

- The Report Content, or Definition, section of eWiSACWIS report design guides indicates the purpose of the report and what type of information the report will provide.

Understanding Report Design Guides

- **Report Population**

- You will often see this section of the guide being referred to as the ‘initial data scrape’ or the ‘report details’. The report population indicates what criteria is being used to retrieve the data that is going to be used to create the report.

2. Definition

This report provides the details of all children who were in an open out-of-home placement or received in-home services.

This example shows the data scrape needed for the Placement Detail Report. Essentially this report will include all out-of-placements and in home services during the reporting period. For most standard reports the reporting period is from the beginning to the end of the month. Notice the report population is not including all placement and service types. The design guides will make note of any data that particularly needs to be excluded from the data scrape.

3. Initial Data Scrape

Select all approved out-of-home placements (CD_EPSD_TYPE = 1) and in-home services (CD_EPSD_TYPE = 2) that are open during the reporting period.

1. Exclude all placements that meet the following criteria:
 - a. Made in error (CD_END_RSN = 100)
 - b. Adoption (CD_PCM_SETNG = 35)
 - c. Subsidized Guardianship (CD_PCM_SETNG = 47)
2. Exclude all in-home services that meet the following criteria:
 - a. Made in error (CD_END_RSN = 100)
 - b. Adoption (CD_PCM_SETNG = 35)
 - c. Subsidized Guardianship (CD_PCM_SETNG = 47)

2. Definition

This report provides the details of all children who were in an open out-of-home placement or received in-home services.

Throughout many of the eWISACWIS report design guides you will often encounter what looks like code or "technical" jargon. For example, CD_EPSD_TYPE = 1 indicates that the episode is an out-of-home placement. During testing you will not need to worry about the technical code. This code is beneficial for developers to quickly find the data in the eWISACWIS database needed for the report program.

3. Initial Data Scrape

Select all approved out-of-home placements (CD_EPSD_TYPE = 1) and in-home services (CD_EPSD_TYPE = 2) that are open during the reporting period.

1. Exclude all placements that meet the following criteria:
 - a. Made in error (CD_END_RSN = 100)
 - b. Adoption (CD_PCM_SETNG = 35)
 - c. Subsidized Guardianship (CD_PCM_SETNG = 47)
2. Exclude all in-home services that meet the following criteria:
 - a. Made in error (CD_END_RSN = 100)
 - b. Adoption (CD_PCM_SETNG = 35)
 - c. Subsidized Guardianship (CD_PCM_SETNG = 47)

Understanding Report Design Guides

■ Report Distribution

- The Report Distribution section of the report design guides indicates how often a new run of the report will be available (Monthly) and if the report can be run on an “on demand” basis in eWReports.
- Requesting reports On Demand allows a worker to set there own date parameter for a report.

Understanding Report Design Guides

■ Outputs

- An output is a file that is generated by running the program for the report.
- For many of the standard, PEP, and outcome measurement reports, the files generated are either in an Excel (.xls) or MS Word (.doc) format.
- Reports can have one output that is generated by the program or multiple outputs.

4. Report Distribution

- Monthly - report will show up monthly on worker's eWReports home page.
- On Demand - worker can request the report with customized dates in eWReports.

5. Outputs

The following outputs will be available for this report. A description is provided below:

1. Output #1 - sm10a32a-placement-detail-All-County.xls - this is an excel file containing a combined case detail or summary report across all counties. The all county reports are only available to those users with the specified security.
2. Output #2 - sm10a32a-placement-detail-{county}.xls - this is an excel file containing a case detail report for the county specified. Many reports will have a case detail excel file for each county.
3. Output #3 - sm10a32b-placement-detail-smry-{county}.doc - this is a MS Word file containing the summary report for the county specified. Many reports will have a summary report field for each county.

The design guides will indicate what type of output files are generated by the report program. In this example, the Placement Detail Report will generate three types of output files: 1) An all county detail report in Excel format 2) A detail report in Excel format for each county 3) A summary report for each county in Word format. The names of these files always begin with a topic code (e.g. sm10a32a). The topic code is a reference to what topic the report belongs. For instance, sm10a is a reference to the Placement/Services topic. Workers don't need to worry about these codes, the report name will also be displayed.

Date/Time: 09/10/2005 10:41 AM
County: Dane

eWReports

Placement Detail
Report ID: SM10A32
Page: 2

Wisconsin Dept. of Health and Family Services
Division of Children and Family Services
In-Home Services Summary
Placement Detail Report

Children Receiving In- Home Services	Services Open	Services Ended	Current Open Services

Service	Number of Services	Days in Service	Current Open Services
Detention			
Hospital			
Pre-Adoptive Home			
Child Res w/Family (Not AA)			
Respite			
Direct Service			
Administrative			

The design guides include a Report Examples section which displays a mock-up representation of the summary reports.

7. Report Key

7.1 Out-of-Home Placement Summary

Report Column	Report Column Definition
Children in Out-of-Home Care	Number of children that were in an open placement at any point during the query period.
Removals	Number of removals from home documented at any point during the query period.
Total Placements	Number of placements open at any point during the query period.
Discharges	Number of discharges from placement document at any point during the query period.
Current Open Placements	Number of placement still open at the end of the query period.
Placement Setting	List of out-of-home care placement setting types.
Number of Placements	Number of placements open at any point during the query period for each placement setting.
Days in Care	Number of days child was placed in the associated placement setting over the course of the query period.
Current Open Placements	Number of current open placements by placement setting.

The design guides will also include a Report Key which details the report field names for the summary report along with their descriptions. The report keys are very useful in determining what information the summary report provides.

8. Field Descriptions

Sort data by:

- County of the primary worker
- Site of the primary worker
- Supervisor Name
- Worker Name
- Case Name

The Field Descriptions section provides a list of all the detail columns that will be displayed in the Excel spreadsheet of the case detail report. This table provides the Field name and how the data for this field is pulled from the eWISACWIS application.

Field	Description/Notes
Run Date	System date at time of report run. Includes timestamp
Query Start	Report period begin date.
Query End	Report period end date.
County	County is pulled from the assignment record returned by the database function F_CASE_ASSIGN. The Report Date is passed as a parameter. ASSIGNMENT.CD_OFC_DIV translated to LOCATION.TX_OFC_DIV
Site	Site is pulled from the assignment record returned by the database function F_CASE_ASSIGN. The Report Date is passed as a parameter. ASSIGNMENT.CD_DEPT_UNIT translated to LOCATION.TX_DEPT_UNIT
Supervisor Name	The Supervisor Name is pulled from the Person record for the Supervisor ID returned PERSON.NM_LST, NM_FRST.
Supervisor ID	The Person ID of the Worker's supervisor (WORKER.ID_PRSN_SPRV).
Worker Name	The Worker Last Name is pulled from the Person record for the Worker ID returned PERSON.NM_LST, NM_FRST.
Worker ID	The Worker ID is pulled from the assignment record returned by the database function F_CASE_ASSIGN. ASSIGNMENT.ID_PRSN
Case Name	Pulled in based on Case ID (CASE.NM_CASE_LST, NM_CASE_FRST).
Case ID	The Case ID is pulled from the placement or in-home service record (EPISODE.ID_CASE).
Case Type	Text Value for CASE.CD_CASE_TYPE (ID_GRP = 'CASETYPE')

Report Outputs

- Outputs for most eWReports exist in these types of files:

- Excel

- This format is used mostly for comprehensive detail reports with many columns of information. The main benefit of the Excel outputs is data can be sorted in many different ways.

- MS Word

- This format is used mostly for summary reports. Report outputs in MS Word do not allow for data sorting. However, they are more user friendly and require do not margin manipulation prior to printing.

Microsoft Excel - sm10a32a-placement-detail-Milwaukee.xls

Type a question for help

Formula Bar

	D	E	F	G	H	I	J	K	L	
	County	Site	Supervisor Name	Supervisor ID	Worker Name	Worker ID	Case Name	Case ID	Case Type	Child Name
1	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Arnan
2	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Ben
3	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Kelly
4	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Kim
5	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Mike
6	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Roger
7	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Trent
8	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Zac
9	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
10	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Daisy, Dan	10168	Abby, Alice	9221241	CPS Family	Episode, One
11	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Daisy, Dan	10168	Abby, Alice	9221241	CPS Family	Episode, Three
12	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Daisy, Dan	10168	Blue, Mom	9221317	CPS Family	Blue, Biggie
13	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Brinks, Becky	20255	CPS Family	Brinks, Anna
14	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Davis, Natalie	20234	CPS Family	Davis, Tricia
15	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Hawthorn, Hilary	20233	CPS Family	Hawthorn, Heath
16	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Powers, Ron	20241	CPS Family	Powers, Jerry
17	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10067	Fern, Fred			
18	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10067	Fern, Fred			
19	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10067	Fern, Fred			
20	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10067	Fern, Fred			
21	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10067	Fern, Fred			
22	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10067	Fern, Fred			
23	Milwaukee	Milwaukee-Admin	Cherry, Cathy	10057	Cor	10184	Ding			
24	Milwaukee	Milwaukee-Admin	Chi, Courtney	10184	Ding	10184	Ding			
25	Milwaukee	Milwaukee-Admin	Chi, Courtney	10184	Ding	10184	Ding			
26	Milwaukee	Milwaukee-Admin	Chu, Charles	10313	For	10313	For			
27	Milwaukee	Milwaukee-Admin	Chu, Charles	10313	For	10313	For			
28	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Four
29	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Lilly
30	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Nine
31	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, One
32	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Six
33	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Ten
34	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Three
35	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Two

Ready

This is an example of an Excel output file for the Placement Detail report. The key areas that need to be focused on during testing are:

- 1) Report Formatting
- 2) Data Quality

Microsoft Excel - sm10a32a-placement-detail-Milwaukee.xls

Type a question for help

File Edit View Insert Format Tools Data Window Help

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E43 Milwaukee-Admin

	D	E	F	G	H	I	J	K	L	
	County	Site	Supervisor Name	Supervisor ID	Worker Name	Worker ID	Case Name	Case ID	Case Type	Child Name
1	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Arnan
2	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Ben
3	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Kelly
4	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Kim
5	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Mike
6	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Roger
7	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Trent
8	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Zac
9	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
10	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
11	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
12	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
13	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
14	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
15	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
16	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
17	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
18	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
19	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
20	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
21	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
22	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
23	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
24	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
25	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
26	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
27	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
28	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
29	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
30	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
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34	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber
35	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Abby, Amber

Ready

To test report formatting in Excel outputs:

- Make sure the column headers are displayed and formatted correctly. Use the Field Description table to verify the field name is displayed as indicated in the design/developer guide.
- Make sure the column headers and rows do not break up on the field names and text in correspond with each row or column. For example, a field name should not be broken out over two columns or rows in the spreadsheet.
- Verify your county is receiving the types of output files indicated in the guide. For example, if the guide indicates that there are two outputs per county (i.e. Excel and MS Word format), make sure you have received all of the necessary files.

Date: 11/21/2005
Time: 04:58:34 PM
County: Milwaukee

Department of Health and Family Services
Division of Children and Family Services
Out-of-Home Care Placements Summary

Report ID: SM10A32
Page: 1

Placement Detail Report

Children in Out- of-Home Care	Removals	Total Placements	Discharges	Current Open Placements
127	17	139	2	115
Placement Setting	Number of Placements	Days in Care	Current Open Placements	
Receiving Home	4	334	2	
Foster Family Home (Non-Rel)	79	9,544	60	
Non-Relative Unlicensed	3	429	2	
Foster Family Home (Relative)	4	612	4	
Relative - Unlicensed	0	0	0	
Pre-Adoptive Home	4	612	4	
Treatment Foster Home	0	0	0	
Foster Homes - Subtotal	94	11,531	72	
Court Ordered Kinship Care	0	0	0	
RCC	9	1,123	7	
Group Home	6	918	6	
Reception Center	0	0	0	
Shelter	0	0	0	
Group Homes - Subtotal	6	918	6	
Adult Corrections	0	0	0	
Detention	0	0	0	
Hospital	1	153	1	
Youth Correctional Facility	0	0	0	
Institutions - Subtotal	1	153	1	
AWOL/Runaway	0	0	0	
Trial Home Visit	0	0	0	
Unknown	0	0	0	
Other - Subtotal	0	0	0	

To test report formatting in MS Word outputs:

- Make sure the fields are displayed and formatted correctly. Use the summary report mock-up to verify the field name is displayed as indicated in the design/developer guide.
- Verify the county displayed corresponds to the county indicated in the file name.
- Summary reports in MS Word should have a report key. Verify the report key is correctly displayed and note any spelling errors found.

Microsoft Excel - sm10a32a-placement-detail-Milwaukee.xls

Type a question for help

File Edit View Insert Format Tools Data Window Help

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F32 Corn, Cory

	N	O	P	Q	R	S	T	U	V	W	X
	Child ID	Pre-Adoptive	OHC	Episode ID	Provider ID	Placement Group	Placement Setting	Service Category	Removal Date	Placement Start	Plac
1	9222767	N			9221219	RCC	RCC		9/15/2005	9/15/2005	
2	9222770	N	Y	9222069	9221220	Other	Respite	Athletics		9/15/2005	
3	9222768	N	Y	9222070	9221219	RCC	RCC		9/15/2005	9/15/2005	
4	9222771	N	N	9222077	9221220	Other	Respite	Athletics		9/15/2005	
5	9222773	N	N	9222081	9221220	Other	Respite	Athletics		10/10/2005	
6	9222774	N	Y	9222071	9221219	RCC	RCC		10/10/2005	10/10/2005	
7	9222772	N	N	9222079	9221220	Other	Respite	Athletics		9/15/2005	
8	9222765	N	Y	9222067	9221219	RCC	RCC		9/15/2005	9/15/2005	
9	9221747	N	N	9221451	20224	Foster Home	Pre-Adoptive Home	AODA halfway hous		9/1/2004	
10	9221828	N	Y	9221455	20221	Group Home	Group Home	Group Care	1/1/2004	1/1/2004	
11	9221830	N	Y	9221457	20183	Group Home	Group Home	Group Care	4/12/2004	4/12/2004	
12	9222092	N	Y	9221793	9221098	Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	7/19/2005	7/19/2005	
13	20912	N	Y	9221331	9221067	Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/11/2004	8/11/2004	
14	20822	N	Y	9221768	9221084	Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	6/1/2005	6/1/2005	
15	20819	N	Y	20630	20171	Foster Home	Foster Home-After H	Foster Home - Gen	7/22/2000	7/22/2000	
16	20853	N	Y	9221494	9221083	Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen		10/12/2004	
17	9221407	N	Y	9221771	9221054	Foster Home	Pre-Adoptive Home	Foster Home - Gen	4/4/2005	4/4/2005	
18	9221094	N	N	9221249	20224	Group Home	Shelter	Skilled home care		1/1/2004	
19	9221094	N	Y	9221236	20183	Group Home	Group Home	Group Care	1/1/2004	1/1/2004	
20	20815	N	Y	9221238	20224	RCC	RCC	RCC	1/1/2004	1/1/2004	
21	20815	N	Y	9221238	20224	RCC	RCC	RCC	1/1/2004	1/1/2004	
22	9221										
23	9221										
24	9221										
25	9221										
26	9221										
27	9221										
28	21										
29	21										
30	21										
31	21										
32	21										
33	21241	N	Y	9218560	20248	Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/20/2001	8/20/2001	
34	21234	N	Y	9218555	20248	Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/20/2001	8/20/2001	
35	21233	N	Y	9218554	20248	Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/20/2001	8/20/2001	

sm10a32a-placement-detail-Milwa

Ready

To test data quality:

- Be as thorough as possible. Start off by choosing a group of rows, and validate information field by field. Use the online eWISACWIS application and the design guides to verify the accuracy of the data being displayed.
- Verify the accurate supervisor/worker relationships are reflected in the document.
- Take a child or case ID or name and conduct a search in eWISACWIS. Find the work record needed and verify the being displayed online from what is displayed in the file.

Search - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Errors Print Spell Check Help

Case Person Provider Organization Worker

Search Criteria

Last Name: First Name: Person ID: 9222768

SSN: DOB: 00/00/0000 Gender: Street: City: ZIP Code:

Incl. AKA Search Precision: Low Med High Sort By: Alpha

Record 1 to 1 of 1

Persons Returned

[In Home Service](#)
09/15/2005 Madison Group Home Addington, Ben Milwaukee Approved

[Out of Home Placement](#)
09/15/2005 10/10/2005 Madison RCC Addington, Kelly Milwaukee Closed

[In Home Service](#)
09/15/2005 10/10/2005 Madison Group Home Addington, Kim Milwaukee Closed

[In Home Service](#)
10/10/2005 Madison Group Home Addington, Mike Milwaukee Approved

[In Home Service](#)

Close

Done Trusted sites

Use the Search functionality to verify data seen in the report. For example, a search was conducted on child ID 9222768. The search result was expanded to view the out-of-home placement. Tester can then click on the link and verify the placement dates, provider ID, and categories.

Date: 11/21/2005
 Time: 04:58:34 PM
 County: Milwaukee

Department of Health and Family Services
 Division of Children and Family Services
 Out-of-Home Care Placements Summary

Report ID: SM10A32
 Page: 1

Placement Detail Report

Children in Out- of-Home Care	Removals	Total Placements	Discharges	Current Open Placements
127	17	139	2	115
Placement Setting	Number of Placements	Days in Care	Current Open Placements	
Receiving Home	4	334	2	
Foster Family Home (Non-Rel)	79	9,544	60	
Non-Relative Unlicensed	3	429	2	
Foster Family Home (Relative)	4	612	4	
Relative - Unlicensed	0	0	0	
Pre-Adoptive Home	4	612	4	
Treatment Foster Home	0	0	0	
Foster Homes - Subtotal	94	11,531	72	
Court Ordered Kinship Care	0	0	0	
RCC	9	1,123	7	
Group Home	6	918	6	
Reception Center	0	0	0	
Shelter	0	0	0	
Group Homes - Subtotal	6	918	6	
Adult Corrections	0	0	0	
Detention	0	0	0	
Hospital	1	153	1	
Youth Correctional Facility	0	0	0	
Institutions - Subtotal	1	153	1	
AWOL/Runaway	0	0	0	
Trial Home Visit	0	0	0	
Unknown	0	0	0	
Other - Subtotal	0	0	0	

To test data quality:

- If there are totals in the summary report make sure they add up.
- Verify data from the summary with the data displayed in the detail report. Data for the summary is pulled from the detail reports.
- Verify the report keys are displayed at the end of the summary report. Note the descriptions used in the key for clarification.
- Look at the numbers being displayed and note if they are off from what you know is the actual workload.

Testing Tips

- Keep in mind that the data in the Excel outputs can be filtered and sorted to display the information needed.
- Columns can also be hidden from view to make reports smaller and limit what is displayed.

Microsoft Excel - sm10a32a-placement-detail-Milwaukee.xls

File Edit View Insert Format Tools Data Window Help

Sort... 100%

Filter... AutoFilter

Subtotals... Validation... Table... Text to Columns... Consolidate... Group and Outline... PivotTable and PivotChart Report... Import External Data... List... XML... Refresh Data

Setting Service Category Removal Date Placement Start Placement End Dis

To set column header filters:

- Click Data on the toolbar and move your cursor to Filter.
- From the pop-up menu select AutoFilter.

	O	P	Q		V	W	X
1	Pre-Adoptive	OHC	Episode ID	Pro			
2	N	Y	9222069				
3	N	N	9222075				
4	N	Y	9222070				
5	N	N	9222077				
6	N	N	9222081				
7	N	Y	9222071				
8	N	N	9222079				
9	N	Y	9222067				
10	N	N	9221451				
11	N	Y	9221455				
12	N	Y	9221457				
13	N	Y	9221793				
14	N	Y	9221331				
15	N	Y	9221768	9221084 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	
16	N	Y	20630	20171 Foster Home	Foster Home-After H	Foster Home - Gen	
17	N	Y	9221494	9221083 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	
18	N	Y	9221771	9221054 Foster Home	Pre-Adoptive Home	Foster Home - Gen	
19	N	N	9221249	20224 Group Home	Shelter	Skilled home care	
20	N	Y	9221236	20183 Group Home	Group Home	Group Care	1/1/2004
21	N	Y	9221248	20224 RCC	RCC	RCC	1/1/2004
22	N	Y	9221061	20196 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	7/24/2002
23	Y	Y	9221747	20217 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	6/13/2005
24	N	Y	9221792	9221118 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	7/1/2005
25	N	Y	9221651	9221087 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	5/1/2005
26	N	Y	9221430	20217 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	10/18/2004
27	N	Y	9221420	20217 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	10/13/2004
28	N	Y	9218556	20248 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/20/2001
29	N	Y	9218557	20248 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/15/2001
30	N	Y	9218559	20248 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/20/2001
31	N	Y	9218553	20248 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/15/2001
32	N	Y	9218558	20248 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/20/2001
33	N	Y	9218560	20248 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/20/2001
34	N	Y	9218555	20248 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/20/2001
35	N	Y	9218554	20248 Foster Home	Fstr Fam Hm (Non-R	Foster Home - Gen	8/20/2001

Microsoft Excel - sm10a32a-placement-detail-Milwaukee.xls

File Edit View Insert Format Tools Data Window Help

Sort... 100%

Filter... AutoFilter

The spreadsheet will now display a filter for each column header. Making a selection from any of the fields will sort the report by that selection.

1	County	Site	Supervisor Name	Supervisor	Worker Name	Worker ID	Case Name	Case ID	Case Type	Child Name
2	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 Sort Ascending	10270 Addington, Cheryl	9221590	CPS Family	Addington, Arnan		
3	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 Sort Descending	10270 Addington, Cheryl	9221590	CPS Family	Addington, Ben		
4	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 (All)	10270 Addington, Cheryl	9221590	CPS Family	Addington, Kelly		
5	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 (Top 10...)	10270 Addington, Cheryl	9221590	CPS Family	Addington, Kim		
6	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 (Custom...)	10270 Addington, Cheryl	9221590	CPS Family	Addington, Mike		
7	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 Banana, Brendt	10270 Addington, Cheryl	9221590	CPS Family	Addington, Roger		
8	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 Cakes, Cakes	10270 Addington, Cheryl	9221590	CPS Family	Addington, Trent		
9	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 Cakes, Cakes	10270 Addington, Cheryl	9221590	CPS Family	Addington, Zac		
10	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 Corn, Corn	10168 Abby, Alice	9221241	CPS Family	Abby, Amber		
11	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 Corn, Cory	10168 Abby, Alice	9221241	CPS Family	Abby, Amber		
12	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 Dingo, Danny	10168 Abby, Alice	9221241	CPS Family	Abby, Amber		
13	Milwaukee	Milwaukee-Admin	Cake, Caitlin	1017 Domates, Dave	10168 Blue, Mon	9221241	CPS Family	Abby, Amber		
14	Milwaukee	Milwaukee-Admin	Carnation, Carla	1006 Fern, Fred	10066 Brinks, Be	20232	CPS Family	Walker, Wendy		
15	Milwaukee	Milwaukee-Admin	Carnation, Carla	1006 Ford, Frank	10066 Davis, Nat	20232	CPS Family	Walker, Wilbur		
16	Milwaukee	Milwaukee-Admin	Carnation, Carla	1006 Fox, Frank	10066 Hawthorn, H	20232	CPS Family	Walker, William		
17	Milwaukee	Milwaukee-Admin	Carnation, Carla	1006 Johnson, Amy	10066 Powers, R	20236	CPS Family	Whitaker, Alvin		
18	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067 Fern, Fred	10066 Walker, Wendy	20232	CPS Family	Walker, Wilbur		
19	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067 Fern, Fred	10066 Walker, Wendy	20232	CPS Family	Walker, Wilbur		
20	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067 Fern, Fred	10066 Walker, Wendy	20232	CPS Family	Walker, William		
21	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067 Fern, Fred	10066 Walker, Wendy	20232	CPS Family	Whitaker, Alvin		
22	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067 Fern, Fred	10066 Whitaker, Bart	20236	CPS Family	Whitaker, Alvin		
23	Milwaukee	Milwaukee-Admin	Cherry, Cathy	10057 Corn, Cory	10180 Monk, Girl	9221409	Pre-Adoptive	Monk, Girl		
24	Milwaukee	Milwaukee-Admin	Chi, Courtney	10184 Dingo, Danny	10182 Apple, Mom	9221279	CPS Family	Apple, Girl		
25	Milwaukee	Milwaukee-Admin	Chi, Courtney	10184 Dingo, Danny	10182 Donovan, Dusty	9221143	CPS Family	Donovan, Girl		
26	Milwaukee	Milwaukee-Admin	Chu, Charles	10313 Ford, Frank	10314 Pizza, Pizza	9221243	CPS Family	Pizza, Cheese		
27	Milwaukee	Milwaukee-Admin	Chu, Charles	10313 Ford, Frank	10314 Queen, Dairy	9221229	CPS Family	Queen, Child		
28	Milwaukee	Milwaukee-Admin	Corn, Cory	10178 Lake, Lisa	10254 Lake, Four	20254	CPS Family	Lake, Four		
29	Milwaukee	Milwaukee-Admin	Corn, Cory	10178 Lake, Lisa	10254 Lake, Lilly	20254	CPS Family	Lake, Lilly		
30	Milwaukee	Milwaukee-Admin	Corn, Cory	10178 Lake, Lisa	10254 Lake, Nine	20254	CPS Family	Lake, Nine		
31	Milwaukee	Milwaukee-Admin	Corn, Cory	10178 Lake, Lisa	10254 Lake, One	20254	CPS Family	Lake, One		
32	Milwaukee	Milwaukee-Admin	Corn, Cory	10178 Lake, Lisa	10254 Lake, Six	20254	CPS Family	Lake, Six		
33	Milwaukee	Milwaukee-Admin	Corn, Cory	10178 Lake, Lisa	10254 Lake, Ten	20254	CPS Family	Lake, Ten		
34	Milwaukee	Milwaukee-Admin	Corn, Cory	10178 Lake, Lisa	10254 Lake, Three	20254	CPS Family	Lake, Three		
35	Milwaukee	Milwaukee-Admin	Corn, Cory	10178 Lake, Lisa	10254 Lake, Two	20254	CPS Family	Lake, Two		

Microsoft Excel - sm10a32a-placement-detail-Milwaukee.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help - Close

Run Date

	D	E	F	G	H	I	J	K	L	M
	County	Site	Supervisor Name	Supervisor	Worker Name	Worker ID	Case Name	Case ID	Case Type	Child Name
1	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Arnan
2	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Ben
3	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Kelly
4	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Kim
5	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Mike
6	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Roger
7	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Trent
8	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10270	Addington, Cheryl	9221598	CPS Family	Addington, Zac
9	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Banana, Brendt	10168	Abby, Alice	9221241	CPS Family	Abby, Amber
10	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Daisy, Dan	10168	Abby, Alice	9221241	CPS Family	Episode, One
11	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Daisy, Dan	10168	Abby, Alice	9221241	CPS Family	Episode, Three
12	Milwaukee	Milwaukee-Admin	Cake, Caitlin	10173	Daisy, Dan	10168	Blue, Mom	9221317	CPS Family	Blue, Biggie
13	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Brinks, Becky	20255	CPS Family	Brinks, Anna
14	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Davis, Natalie	20234	CPS Family	Davis, Tricia
15	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Hawthorn, Hilary	20233	CPS Family	Hawthorn, Heath
16	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Powers, Ron	20241	CPS Family	Powers, Jerry
17	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Walker, Wendy	20232	CPS Family	Walker, Kenney
18	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Walker, Wendy	20232	CPS Family	Walker, Wilbur
19	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Walker, Wendy	20232	CPS Family	Walker, Wilbur
20	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Walker, Wendy	20232	CPS Family	Walker, William
21	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10066	Whitaker, Bart	20236	CPS Family	Whitaker, Alvin
22	Milwaukee	Milwaukee-Admin	Carnation, Carla	10067	Fern, Fred	10180	Monk, Girl	9221409	Pre-Adoptive	Monk, Girl
23	Milwaukee	Milwaukee-Admin	Chi, Cortny	10184	Dingo, Danny	10182	Apple, Mom	9221279	CPS Family	Apple, Girl
24	Milwaukee	Milwaukee-Admin	Chi, Cortny	10184	Dingo, Danny	10182	Donovan, Dusty	9221143	CPS Family	Donovan, Girl
25	Milwaukee	Milwaukee-Admin	Chu, Charles	10313	Ford, Frank	10314	Pizza, Pizza	9221243	CPS Family	Pizza, Cheese
26	Milwaukee	Milwaukee-Admin	Chu, Charles	10313	Ford, Frank	10314	Queen, Dairy	9221229	CPS Family	Queen, Child
27	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Four
28	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Lilly
29	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Nine
30	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, One
31	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Six
32	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Ten
33	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Three
34	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Two
35	Milwaukee	Milwaukee-Admin	Corn, Cory	10180	Domates, Dave	10178	Lake, Lisa	20254	CPS Family	Lake, Two

Ready

Sum=12607224

NU81

State/County Collaborative Testing Process

- Roles of State and County Staff
- Provision and Use of Report Design Guides
- County Testing and Feedback of Results
- Summarize County Feedback for Report Corrections

State/County Collaborative Testing Process

- Roles of State, County, and Contract Staff
 - State coordination and communication
 - County volunteer recruitment efforts
 - Contract Staff preparation steps
 - Contract and State analysis of changes

State/County Collaborative Testing Process

- Provision / Use of Report Design Guides
 - Email communications
 - Reports Design Guides
 - Report testing dates for starting, ending

State/County Collaborative Testing Process

- County Testing and Feedback of Results
 - Testing and data analysis
 - Email testing results to Reports Coordinator
 - List case ID's for cases incorrectly included or excluded
 - Explain why they should be in or out
 - Run date of the output so we can check those cases

State/County Collaborative Testing Process

- Summarize County Feedback for Report Corrections
 - Analyze and classify testing results
 - Create collaboration reports and distribute

Questions?

- Please send any feedback or questions to:

Barry Mickelson

mickeBA@dhfs.state.wi.us